

ASSISTANT TOWN MANAGER

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments; does related work as required. Work is performed under the general supervision of the Town Manager. Supervision is exercised over all administrative and finance staff and over all Town staff in the absence of the Town Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing and directing administrative functions; assisting the Town Manager with the direction, control and evaluation of Town operations; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises and performs the financial functions for the Town; reviews and approves financial reports; performs periodic internal audits; assists with capital and operating budget development for the Town; monitors and administers these funds as allocated.
- Supervises and performs personnel program development and administration; oversees salary administration, benefits programs, safety programs, training programs, employment, EEO, employee relations and administration of employee coaching, counseling, performance evaluation and grievance programs; researches and recommends policies and programs based on changes in laws, court rulings, organizational needs and professional trends; conducts exit interviews.
- Oversees planning and implementation of information system.
- Performs special costs studies and prepares fiscal analysis and financial projections for the Town.
- Coordinates and prepares any special research reports on a wide variety of functions and issued for the Town; coordinates projects and activities that involve multiple departments, community organizations and/or large community participation.
- Researches and drafts policies for consideration and implementation by the Town Manager and the Board.
- Researches and prepares grant applications; oversees awarded grants administration.
- Assists in the development of agenda packages; makes presentations to the Board; acts as liaison to various committees.
- Serves as Town Manager in Manager's absence.
- Carries out other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function and methods of operation of the Town's legislative, executive staff and operational departments; comprehensive knowledge of the basic laws, ordinances and regulations applicable to budget preparation, approval and administration; comprehensive knowledge of municipal finance and administration; thorough knowledge of the theories, principles and practices of public personnel administration; ability to analyze and develop budget estimates; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state and other officials, civic and business leaders, Town Board members and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field supplemented by a master's degree and extensive experience in municipal government.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.